

Request for Qualifications



Department of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-684-1681 TTY Relay: 711

Advertised Date: From June 22, 2006

RFQ Title:	Chinese Translation Services
RFQ Number:	06-076 JAE
Due Date:	As Soon As Possible – Closed When Positions Are Filled

Applications are hereby solicited and will be received by:

King County Elections
Attention: Colleen Kwan
M/S: ADM-ES-0553, Room 553
500 Fourth Avenue
Seattle, WA 98104

Phone Number: 206-296-1544

Email: translations@metrokc.gov

Office Hours: 8:30 a.m. - 4:30 p.m.
Monday - Friday

Contractor's Name

Address

City / State / Postal Code

Signature

Authorized Representative / Title

Email

Phone

Fax

This Request for Qualifications will be provided in alternative formats such as Braille, large print, audio cassette or computer disk for individuals with disabilities upon request.

SECTION 1 APPLICATION PREPARATION, EVALUATION AND AWARD

1.1 Introduction

A. The Requirement for Translation Service Providers

Every year, King County Elections needs good translation service providers to translate the huge volume of materials for the two fall elections. For each of the fall elections, candidate statements and ballot measure that need to be translated amount to close to 1,000 pages to be completed within a 12-day period.

King County will meet this requirement by awarding contracts to good individual translation service providers to do the translation (all will have to be evaluated through an intensive and extensive screening process). As no one individual will be able to finish the massive volume of translation within such a short period, we need a minimum of 25 translation service providers for a continuous period of 15 days to work every day, a minimum of eight to ten hours a day, to work on the translation to meet the voters pamphlet production deadlines.

A comprehensive election translation desk reference manual is available. Each contract provider must go through an election translation acculturation process to become familiar with the glossary so as to ensure consistency of terminology is maintained in the translation.

B. The RFQ Process

King County invites English to Chinese language translators to complete the attached "Translation Service Provider Application Questionnaire" and submit it with a cover letter and resume to King County as directed on the cover of this RFQ. The applications will be evaluated and applicants found potentially acceptable will be tested. King County will evaluate the test results and determine which applicants will be awarded contracts for translation services.

This RFQ process is directed at identifying individuals who met King County's requirements for qualified English to Chinese translators. The application, testing and awarded contracts will specify by name a specific translator, all translation work provided by the County under a contract will be limited to that individual identified on the contract. A firm offering translation services may submit applications with each application identifying a specific individual translator, that identified individual will take the test if selected by the County, and if determined to be an acceptable translator, a contract would be awarded to the firm naming that individual. Translation services shall be limited to the individual named in the contract.

Each contract will be limited to maximum total expenditure of \$25,000 and have a one (1) year term with the County having an option to extend the contracts to a total term of not more than five (5) years.

1.2 Application Submission

A. Applications shall contain all required attachments and information, be sealed and submitted to the address on the cover.

Note: This RFQ is available on the Web at <http://www.metrokc.gov/procurement> and by choosing the "RFPs, RFQs, ITBs" menu tab, then click the "New" menu tab, then click on "goods & Services", and look for RFP 06-076 JAE. Persons who copy the document from the Internet shall inform the Minority Language Compliance Coordinator that they have received the document by email to translations@metrokc.gov. If they fail to inform the Minority Language Compliance Coordinator, they will not be notified of Addenda as issued.

1.3 **Addenda**

At any time, if the County changes, revises, clarifies, increases, or otherwise modifies the RFQ, the County will issue a written addendum to the RFQ.

The County reserves the right to cancel the original RFQ when the positions are filled or when it is in the County's interest.

1.4 **Cost of Proposals**

The County is not liable for any costs incurred by applicants in the preparation, presentation, testing or negotiation of applications submitted in response to this RFQ.

1.5 **Compliance with RFQ Terms, Attachments and Addenda**

- A. The County intends to award Contracts based on the terms, conditions, attachments and addenda contained in this RFQ. The County reserves the right to reject any proposal for any reason including, but not limited to, the following –
- **Any application, which is: a) incomplete, b) obscure, c) irregular or d) lacking necessary detail and specificity;**
 - **Any application that has any: a) qualification, b) limitation, c) exception or d) provision attached to the proposal;**
 - **Any application from applicants who (in the sole judgment of the County) lack the: a) qualifications or b) responsibility necessary to perform the Work;**
 - **Any application, from applicants who are not approved as being compliant with the requirements for equal employment opportunity; and**
 - **Any application for which an applicant fails or neglects to complete and submit any qualifications information within the time specified by the County.**
- B. In consideration for the County's review and evaluation of its application, the applicant waives and releases any claims against the County arising from any rejection of any or all applications, including any claim for costs incurred by applicants in the preparation and presentation of applications submitted in response to this RFQ.

1.6 **Proposal Content Requirements**

The application shall contain the following items:

1. Cover Letter – Why are you a good candidate for a contract to provide English to Chinese translation services for King County – two pages maximum.
2. Resume – What is your experience and qualifications to provide English to Chinese translation services to King County?
3. Completed “Attachment A” Translation Service Provider Application Questionnaire in MS Word format. A sample of the questionnaire is attached following this RFQ in PDF format. To download Attachment A in MS Word format, go to:
http://metrokc.gov/procurement/rfpdocs/2006/June/GoodsAndServices/06-076/06-076_attach.doc. (MS Word 48 KB)

1.7 Testing of Applicants and Selection for Contract Award

King County staff and community representatives will evaluate applications. The individuals who appear the most qualified based on their applications will be invited to test their English to Chinese translation skills. King County staff and community representatives will evaluate these tests and the most qualified individuals will be considered for award of contracts contingent upon their meeting King County's procedural requirements.

1.8 Forms Required Before Contract Award

The applicant shall submit, within five (5) Days of notification from the County, the required forms listed below. Failure by the applicant to submit required documents may result in rejection of the application.

- [Internal Revenue Service Form W-9](#) *

*If not on file with the County

1.9 Application Price

The application price shall include everything necessary for the completion of Work under the Contract including but not limited to furnishing all materials, equipment, supplies, labor and service. Proposed prices shall include all freight charges, FOB to the designated delivery point. Washington State sales/use taxes and Federal excise taxes shall not be included in the proposal price. The County is exempt from federal excise taxes. All other government taxes, duties, fees, royalties, assessments and charges shall be included in the Application price.

1.10 Contract Award

Contract awards, if any, will be made by the County to the qualified applicants. The County will have no obligations until an award is made and an order placed with the Contractor. The County reserves the right to award one or more contracts as determined to be in the County's best interest.

A written award mailed or otherwise furnished to a Contractor shall be a binding contract.

SECTION 2 STANDARD CONTRACTUAL TERMS AND CONDITIONS

2.1 Administration

This Contract is between the County and the Contractor who shall be responsible for providing the services described herein.

The Contractor's performance under this Contract will be monitored and reviewed by King County staff and community representatives appointed by the County. Reports and data required to be provided by the Contractor shall be delivered to King County Elections.

2.2 Contract Amendments

No oral order or conduct by the County shall constitute a Contract Amendment. Contract Amendments shall only be effective upon written notification by the County. The County reserves the right to amend the contract to add or delete goods or services within the intended scope of this contract. This may include, but is not limited to:

The provision of ancillary services in response to minor changes in County needs

Extend the contract to include optional terms

2.3 Invoices and Payment

The Contractor shall submit properly prepared invoices to King County, Attn: Colleen Kwan, M/S:ADM-ES-0553, Room 553, 500 Fourth Avenue, Seattle, WA 98104. The invoice(s) shall contain the following information: The contractor's name, address, phone no., email address, contract number, description of services, quantities, unit prices and extended totals.

Failure to comply with these requirements or to provide an invoice in conformance with the contract may delay payment.

Upon acceptance of payment, the Contractor waives any claims for the goods or services covered by the Invoice. No advance payment shall be made for the goods or services furnished by Contractor pursuant to this Contract.

King County will not be bound by prices contained in an invoice that are higher than those currently approved.

2.4 Termination For Convenience/Default/Non-appropriation

- A. This Contract may be terminated by the County without cause, in whole or in part, upon providing the Contractor ten (10) calendar days' advance written notice of the termination.

If the Contract is terminated pursuant to this subsection 2.4, A. the County will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination; and (2) the Contractor shall be released from any obligation to provide further services pursuant to the Contract.

- B. The County may terminate this Contract, in whole or in part, upon five (5) calendar days' advance written notice in the event: (1) the Contractor materially breaches any duty, obligation, or services required pursuant to this Contract, or (2) the duties, obligations, or services required herein become impossible, illegal, or not feasible.

If the Contract is terminated by the County pursuant to this subsection 2.4 B, the Contractor shall be liable for damages, including any additional costs of procurement of similar services from another source.

If the termination results from acts or omissions of the Contractor, including but not limited to misappropriation, nonperformance of required services or fiscal mismanagement, the Contractor shall return to the County immediately any funds, misappropriated or unexpended, which have been paid to the Contractor by the County.

- C. If expected or actual funding is withdrawn, reduced or limited in any way prior to the termination date set forth above or in any amendment hereto, the County may, upon written notice to the Contractor, immediately terminate this Contract in whole or in part.

If the Contract is terminated pursuant to this subsection 2.4 C, the County will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination; and (2) the Contractor shall be released from any obligation to provide further services pursuant to the Contract.

Funding under this Contract beyond the current appropriation year is conditional upon appropriation by the County Council of sufficient funds to support the activities described in this Contract. Should such an appropriation not be approved, this contract will terminate at the close of the current appropriation year.

- D. Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Contract or law that either party may have in the event that the obligations, terms and conditions set forth in this Contract are breached by the other party.

2.5 Taxes, Licenses, and Certificate Requirements

This Contract and any of the work provided hereunder is contingent and expressly conditioned upon the ability of the Contractor to provide the specified services consistent with King County Elections requirements and guidelines and applicable federal, state or local laws and regulations.

The Contractor shall maintain and be liable for all taxes (except sales/use taxes), fees, licenses, permits and costs as may be required by applicable federal, state or local laws and regulations as applicable to the work under this Contract.

2.6 Assignment

Neither party shall assign any interest, obligation or benefit under or in this Contract or transfer any interest in the same, whether by assignment or novation, without prior written consent of the other party. If assignment is approved, this Contract shall be binding upon and inure to the benefit of the successors of the assigning party. This provision shall not prevent the Contractor from pledging any proceeds from this Contract as security to a lender so long as King County Policy Fin10-1 (AP), paragraph 6.1.3 is followed. If assignment is approved, it shall be accepted by either party upon the posting of all required bonds, securities and the like by the assignee, and the written agreement by assignee to assume and be responsible for the obligations and liabilities of the Contract, known and unknown, and applicable law.

2.7 Indemnification and Hold Harmless

- A. In providing services under this Contract, the Contractor is an independent contractor, and neither the Contractor nor its officers, agents or employees are employees of the County for any purpose. The Contractor shall be responsible for all federal and/or state tax, industrial insurance and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a County employee under state or local law.

The County assumes no responsibility for the payment of any compensation, wages, benefits, or taxes by or on behalf of the Contractor, its employees and/or others by reason of this Contract. The Contractor shall protect, indemnify, defend and save harmless the County and its officers,

agents and employees from and against any and all claims, costs, and/or losses whatsoever occurring or resulting from (1) the Contractor's failure to pay any such compensation, wages, benefits or taxes; and/or (2) the supplying to the Contractor work, services, materials, and/or supplies by Contractor employees or other suppliers in connection with or in support of the performance of this Contract.

- B. The Contractor further agrees that it is responsible for and shall repay the County all indicated amounts following an audit exception which occurs due to the negligence, intentional act and/or failure for any reason to comply with the terms of this Contract by the Contractor, its officers, employees, agents, and/or representatives. This duty to repay shall not be diminished or extinguished by the prior termination of the Contract pursuant to the Duration of Contract, or the Termination section.
- C. The Contractor shall protect, defend, indemnify, and save harmless the County, [and the State of Washington or US Government and all election related jurisdictions (when any funds for this Contract are provided by them)], their officers, employees, and agents from any and all costs, fees (including attorney fees), claims, actions, lawsuits, judgments, awards of damages or liability of any kind, arising out of or in any way resulting from the negligent acts or omissions of the Contractor, its officers, employees, subcontractors or any tier and/or agents. The Contractor agrees that its obligations under this paragraph extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees, subcontractors of any tier or agents.

In addition to injuries to persons and damage to property, the term "claims," for purposes of this paragraph C, shall include, but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.
- D. For purposes of paragraphs A and C above, the Contractor, by mutual negotiation, hereby waives, as respects the County only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW.
- E. In the event the County incurs attorney fees and/or costs in the defense of claims within the scope of paragraphs A and C above, such attorney fees and costs shall be recoverable from the Contractor. In addition King County shall be entitled to recover from the Contractor its attorney fees, and costs incurred to enforce the provisions of this section.
- F. The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Contract.
- G. Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this Contract.

2.8 Applicable Law and Forum

Except as hereinafter specifically provided, this Contract shall be governed by and construed according to the laws of the State of Washington, including, but not limited to, the Uniform Commercial Code, Title 62A RCW. Any claim or suit concerning this Contract shall only be filed in either the King County Superior Court or U.S. District for the Western District of Washington, in Seattle.

2.9 Conflicts of Interest and Non-Competitive Practices

By entering into this Contract to perform work, the Contractor represents that it has no direct or indirect pecuniary or proprietary interest, and that it shall not require any interest that conflicts in any manner or degree with the work required to be performed under this Contract. The Contractor shall not employ any

Person or agent having any conflict of interest. In the event that the Contractor or its agents, employees or representatives hereafter acquires such a conflict of interest, it shall immediately disclose such conflict to the County. The County shall require that the Contractor take immediate action to eliminate the conflict up to and including termination for default.

By entering into this Contract to perform work, the Contractor represents that no Persons except as designated by Contractor shall be employed or retained to solicit or secure this Contract with an agreement or understanding that a commission, percentage, brokerage, or contingent fee would be paid; and no gratuities, in the form of entertainment, gifts or otherwise, were bided or given by the Contractor or any of its agents; employees or representatives, to any official, member or employee of the County or other governmental agency with a view toward securing this Contract or securing favorable treatment with respect to the awarding or amending, or the making of any determination with respect to the performance of this Contract.

2.10 Maintenance of Records/Audits

The Contractor shall maintain, accounts and records, including personnel, property, financial and programmatic records and other such records as may be deemed necessary by the County to ensure proper accounting for all project funds and compliance with this Contract. All such records shall sufficiently and properly reflect all direct and indirect costs of any nature expended and services provided in the performance of this Contract. The Contractor shall make such documents available to the County for inspection, copying, and auditing upon request.

All records referenced in the paragraph above, shall be maintained for a period of six (6) years after completion of work or termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14, or unless a longer retention period is required by law.

The Contractor shall provide access to its facilities, including those of the translation service provider named on the contractor, to the County, the state and/or federal agencies or officials at all reasonable times in order to monitor and evaluate the services provided under this Contract. The County will give advance notice to the Contractor in the case of fiscal audits to be conducted by the County.

The Contractor agrees to cooperate with the County or its designee in the evaluation of services provided under this Contract and to make available all information reasonably required by any such evaluation process. The results and records of said evaluation shall be maintained and disclosed in accordance with RCW Chapter 42.17.

2.11 Other Public Agency Orders

The Washington State Interlocal Cooperative Act RCW 39.34 provides that other governmental agencies may purchase goods or services on this solicitation or contract in accordance with the terms and prices indicated therein if all parties agree. The County does not accept any responsibility or involvement in the purchase orders or contracts issued by other public agencies.

2.12 Supported Employment Program

The County encourages the creation of supported employment programs for developmentally and/or severely disabled individuals. The County itself has such a program and is actively seeking to do business with those Contractors and Consultants that share this employment approach. If your firm has such a program, or intends to develop such a program during the life of this Contract, please submit Documentation supporting this claim with your bid. If you have questions, or need additional information, please contact the Community and Human Services Division, Developmental Disabilities Division, 206-296-5268.

2.13 Nondiscrimination and Equal Employment Program

During the performance of this contract, neither the Contractor nor any party subcontracting under the authority of this Contract shall discriminate nor tolerate harassment on the basis of race, color, sex, religion, nationality, creed, marital status, sexual orientation, age, or the presence of any sensory, mental, or physical disability in the employment or application for employment or in the administration or delivery of services or any other benefits under this Contract. King County Code, and all applicable state and federal anti-discrimination laws, rules, regulations and requirements are incorporated herein by reference, and such requirements shall apply to this contract. Ref: KCC 12.16, 12.17, and 12.18

2.14 Independent Status of Contractor

In the performance of this Contract, the parties shall be acting in their individual, corporate or governmental capacities and not as agents, employees, partners, joint ventures, or associates of one another. The parties intend that an independent contractor relationship shall be created by this Contract. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever. Contractor shall not make any claim of right, privilege or benefit, which would accrue, to an employee under chapter 41.06 RCW or Title 51 RCW.

SECTION 3 TECHNICAL SPECIFICATIONS

3.1 Contract Value

The total expenditures under this contract are limited to \$25,000. King County will not be obligated to spend this dollar value, nor shall the County be obligated to purchase any services contained in this contract.

3.2 Contract Term and Extensions

The initial term of this Contract will be one year and may be extended for four (4) additional one-year periods at the option of the County limited to total expenditures not exceeding \$25,000.

Contract amendments or change orders issued by the County may reflect modification(s) of contract terms, funding or other matters.

Prices shall remain firm for the duration of the first contract period. For subsequent periods reasonable price changes based on market conditions and price/cost analysis *may* be requested, if such escalations are based on changes in the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index for All Urban Consumers ("CPI-U") for the Seattle-Tacoma-Bremerton Statistical Metropolitan Area for the preceding calendar year. You may obtain information about the CPI-U in general and the Seattle area in particular by visiting the United States Bureau of Labor Statistics web site at <http://www.bls.gov/cpi/>. In the event the CPI-U (or a successor or substitute index) is no longer published, a reliable government or other non-partisan index of inflation selected by the County shall be used to calculate any adjusted amounts. Any agreed-to change shall take effect at the time of the contract extension and shall remain in effect throughout the extension period. The parties hereto recognize that such changes could be increases or decreases in the prices; both parties are entitled to benefit from such price changes.

3.3 Proprietary Rights

The parties to this Contract hereby mutually agree that if any patentable or copyrightable material or article should result from the work described herein, all rights accruing from such material or article shall be the sole property of the County. The foregoing shall not apply to existing training materials, consulting aids, check lists and other materials and documents of the Contractor which are modified for use in the performance of **this Contract**.

3.4 Requirements for the Provision of Translation Services

- A. The Translation Service Providers TSPs will be provided a Translation Acculturation Manual including samples of work done in the past for reference. The use of the Translation Acculturation Manual is to maintain consistency with translation of terms used in the past.
- B. TSPs will be informed of mandatory translation quality attributes and their definitions. The mandatory quality attributes are:
 - Ease of comprehension,
 - Accuracy,
 - Structure,
 - Flow, and
 - Consistency with past language structure, format and usage of terms.

- C. Information filed with King County Elections (candidates and ballot measures) will be distributed to TSPs for translation via email using electronic MS Word format.
- D. King County Elections is the sole authority in assigning work to translators, all work will be assigned to individuals.
- E. Translators receiving work cannot reassign it to an alternate translator.
- F. King County Elections will evaluate the quality of translation work, if the quality of work from a translator does not meet King County requirements and guidelines King County will not direct additional work to that individual.
- G. King County Elections Minority Language Assistance Program staff will be available for clarification of election terms in the information and materials distributed to TSPs via telephone or email.
- H. TSPs will not work on King County premises and will not be using any King County equipment and facilities to carry out the work they are contracted to complete. Each TSP is responsible for his/her own workspace, equipment, software, internet email service, fire wall and anti-virus software.
- I. TSPs will not be working under supervision of any King County Staff.
- J. Completed translations will be returned via email using MS Word format within 48 hours after assignment, or later if specified at time of assignment.
- K. Time is of the essence for the translations, translations not completed and returned on time will have the price for the translation reduced 5% for each hour the work is late.
- L. Both Minority Language Assistance Staff and the community representatives will review translations. If applicable, suggestions for improvements will be provided to individual TSPs.
- M. TSPs will be paid for each completed translation accepted by the County. The payment will be at the rate established by King County based on the rates offered by the TSPs in their applications.
- N. Translation work provided King County will be the property of King County and the County may or may not use the work or King County may modify the work as it sees fit to meet its requirements and guidelines.
- O. The Contractors selected will not have the exclusive right to fill all of the County's requirements for translation services nor will the County be obligated to purchase any quantity of translation services.

3.5 Ownership/Rights to Work Product

- A. All data and Work (collectively called "Work Product") produced pursuant to this Contract shall be considered "work made for hire" under the U.S. Copyright Act, 17 U.S.C. §101 et seq, and shall be owned by King County. Contractor is hereby commissioned to create the Work Product. Ownership includes the right to copyright, patent, register and the ability to transfer these rights and all information used to formulate such Work Product.
- B. If for any reason the Work Product would not be considered a "work made for hire" under applicable law, Contractor assigns and transfers to the County the entire right, title and interest in

and to all rights in the Work Product and any registrations and copyright applications relating thereto and any renewals and extensions thereof.

- C. Contractor shall execute all documents and perform such other proper acts, as the County may deem necessary to secure for the County the rights provided pursuant to this section.
- D. Contractor shall not use or in any manner disseminate any Work Product to any third party, or represent in any way Contractor ownership in any Work Product, without the prior written permission of the County. Contractor shall take all reasonable steps necessary to ensure that its agents, employees, or Subcontractors shall not copy or disclose, transmit or perform any Work Product or any portion thereof, in any form, to any third party.
- E. Work Product developed for this Contract including Preexisting Material needed to operate the Work Product shall be transferred to the County with a non-exclusive, royalty-free, irrevocable license to publish, translate, reproduce, deliver, perform, display, and dispose of such Preexisting Material, and to authorize others to do so except that such license shall be limited to the extent to which Contractor has a right to grant such a license.



**King County
Elections**

ATTACHMENT A

TRANSLATION SERVICE PROVIDER APPLICATION QUESTIONNAIRE

Name:	Telephone number:	E-mail:
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This questionnaire is intended to help us evaluate applicants based on their responses. Please respond to the following as truthfully, accurately and completely as possible. Please feel free to attach additional pages if you need more space.

MANDATORY REQUIREMENTS - Please check the appropriate boxes below:		YES	NO
01	Proficiency in writing, reading and speaking English	<input type="checkbox"/>	<input type="checkbox"/>
02	Proficiency in writing, reading and speaking Chinese	<input type="checkbox"/>	<input type="checkbox"/>
03	Ability to access a legally licensed copy of Microsoft WORD software on computer for input of English and minority languages	<input type="checkbox"/>	<input type="checkbox"/>
04	Proficiency in WORD application on formatting, font styling and minority language input	<input type="checkbox"/>	<input type="checkbox"/>
05	Proficiency in the use of own input tool / device (keyboard, writing pad, voice device, etc.) for minority language input	<input type="checkbox"/>	<input type="checkbox"/>
06	Ability to access a secured internet network for frequent access to email account to monitor work assignment(s) and feedback in work product submitted	<input type="checkbox"/>	<input type="checkbox"/>
07	Proficiency in the use of email accounts for file attachment, for receipt and submission of translation work assignments and products.	<input type="checkbox"/>	<input type="checkbox"/>
08	Availability to work up to seven (7) days a week continuously for up to 15 days from August 1 to 15 in 2006, and immediately after the first week of June in 2007 and 2008, and between day 45 th to day 30 th before Washington state scheduled election dates. See, www.metrokc.gov/elections/ at bottom quarter of web page	<input type="checkbox"/>	<input type="checkbox"/>
09	Licensed to use effective anti-virus and fire wall software to eliminate virus infection and corruption of files	<input type="checkbox"/>	<input type="checkbox"/>
10	Ability to provide virus free files through King County Elections email system to avoid delay in work progress	<input type="checkbox"/>	<input type="checkbox"/>

QUALIFICATIONS – Please check the appropriate boxes below, and provide responses to questions asked.										
01 Education										
Did not graduate high school			<input type="checkbox"/>	High school graduate / GED equiv.			<input type="checkbox"/>	Graduate 2 year community college		<input type="checkbox"/>
Bachelor Degree			<input type="checkbox"/>	Master's Degree			<input type="checkbox"/>	Ph.D. or Ph. C.		<input type="checkbox"/>
College attended (Highest Ed. Level). Describe.										
Major, describe.						Minor, describe.				
02 Training and experience in translation										
Training in translation.		YES	NO	If YES, please describe below training received.						
Translation certification		DSHS / LTC certified. Check one.		YES	NO	Court certified. Check one.		YES	NO	
Experience in translation		YES	NO	If YES, please describe below the kind of materials you translated to indicate the difficulty and complexity.						
Percent of translation		English to Chinese. Specify in %.		%	Chinese to English. Specify in %.		%			
03 Knowledge of U.S. government and election process										
Describe below your knowledge of U.S. government. If you need additional space, please attach additional page(s).										
Describe below your knowledge of the election process. If you need additional space, please attach additional page(s).										
Fee structures for translating election related materials from English to Chinese (traditional characters)? Please describe all fee structure options you will consider/accept.										
Turn around time for translating 2000 English word count piece to Chinese (traditional characters)? Specify.										
Additional comments.										